

Title I Expenditures
Action Plan

Identified Area of Concern:

Title I funding has not been expended in a timely manner consistent with federal timelines that would allow maximum use of all available funds.

Objective: To ensure that action steps are implemented to expend 100% of Title I funds allocated to schools by established deadlines.

Action Step #1:

Secure a highly qualified person to serve as the school division's Senior Coordinator of Title Programs who will be responsible for having daily oversight of Title funding allocated to individual schools and the central office.

1a - Timeline:

Recommend a Senior Coordinator of Title Programs to the City of Norfolk School Board by no later than April 15, 2015.

1b - Responsible Staff:

Department of Human Resources

1c - Evaluation/Evidence of Completion:

Personnel Docket

Anticipated Date for Recommendation to the School Board: June, 2015

Position was posted in December 2014; applications are currently being received and reviewed by the Department of Human Resources.

Action Step #2

Reassign pertinent positions to the Division of Business and Finance. Reassignments will be as follows:

Budget Analyst (Title I Office) - Administrative Position

Budget Technician (Department of Learning Support) - Classified Position

Budget Technician (Office of School Turnaround and Improvement) - Classified Position

Budget Technician (Department of Curriculum and Instruction) – Classified Position

Career and Technical Education (CTE) and Title II A financial support will also be provided via the newly reassigned positions.

2a - Timeline:

Reassignments will be completed by no later than July 1, 2015.

2b - Responsible Staff:

Department of Human Resources

2c - Evaluation/Evidence of Completion:

Personnel Docket

Anticipated Date for Recommendation to the School Board: June 2015

Action Step #3

Present proposed division Title I Budget to Executive Cabinet for review and discussion.

3a - Timeline:

Presentation to Executive Cabinet for discussion is required prior to the first Tuesday of the month of June of each school year.

3b - Responsible Staff:

Senior Coordinator of Title Programs

Executive Cabinet members

3c - Evaluation/Evidence of Completion:

Appropriate Cabinet agenda should reflect Title I Budget presentation and date.

Action Step #4

Submit Title I Budget to the state in a timely manner.

4a - Timeline:

Submission to the state should be completed by July of each school year.

4b - Responsible Staff:

Senior Coordinator of Title Programs

4c - Evaluation/Evidence of Completion:

Evidence and review of records should be secured from the state.

Action Step #5

Individual school proposed Title I budgets should be completed by principals in a timely manner.

5a - Timeline:

Submission of individual school budgets to Executive Directors and Senior Coordinator of Title Programs should be completed by the end of April of each school year.

5b - Responsible Staff:

Principals

Executive Directors of Schools

Chief Academic Officer

Senior Coordinator of Title Programs

5c - Evaluation/Evidence of Completion:

Review of records and conferences to ensure alignment with needs outlined in the individual school's site-based school improvement plan will be jointly conducted by Executive Director of Schools and the Senior Coordinator of Title Programs.

Action Step #6

Ensure that Title I funds are available to schools in a timely manner.

6a - Timeline:

Utilization of Title funds by individual schools must begin by no later than the end of October of each school year.

6b - Responsible Staff:

Chief Academic Officer

Senior Coordinator of Title Programs

6c - Evaluation/Evidence of Completion:

Review of records will be conducted on an ongoing, consistent basis.

Action Step #7

Present Title expenditure reports to Executive Cabinet and to the School Board on a routine basis.

7a - Timeline:

Reports to Executive Cabinet will be provided monthly beginning November/December of each school year.

Reports to the School Board will be provided quarterly beginning December of each school year; subsequent reports will be provided in March, June, and September of each school year.

7b - Responsible Staff:

Senior Coordinator of Title Programs

Chief Academic Officer

Executive Director of Schools

Designee from the Division of Business and Finance

7c - Evaluation/Evidence of Completion:

Review of records will be conducted on an ongoing, consistent basis.

Funding is expected to be expended as follows:

End of December – at least 10%

End of March – at least 60%

End of June – at least 70%

End of September – at least 90%